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ANTIGUA AND BARBUDA

X CIVIL SERVICE REGULATIONS X

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ANTIGUA AND BARBUDA. LAWS, STATUTES,
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SCHEDULE

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ANTIGUA AND BARBUDA

STATUTORY INSTRUMENTS

1993, No. 1

The Civil Service Regulations 1993 made by the Minister under Section 28 of the Civil Service Act No. 24 of 1984.

PART I

PRELIMINARY

1. (1) These Regulations may be cited as the Civil Service Regulations, 1993.

Short title and commencement.

(2) These Regulations shall be deemed to have come into operation on the 1st day of February, 1993, except for Regulations 67, 68, 69, 70 and 71 which shall come into force at a later date to be prescribed by the Minister by notice in the *Gazette* and references in these Regulations to the commencement of these Regulations shall be construed accordingly.

2. In these regulations unless the context provides otherwise -

Interpretation.

"the Act" means the Civil Service Act 1984, (No. 24 of 1984);

"acting appointment" means the temporary conferment upon and officer of an office of emolument;

"appointment" means the conferment of an office of emolument in the civil service upon an officer or any other person;

"child" means a natural child of the officer or legally adopted child of the officer under the age of eighteen years and who is unmarried and dependent on the officer, and "children" shall be read and construed accordingly;

"civil service" means the Civil Service of Antigua and Barbuda established under section 3 of the Act;

"the Commission" means the Public Service Commission established under section 99 of the Constitution;

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"the Constitution" means the Constitution of Antigua and Barbuda;

"Department" means a department of any Ministry of the Government;

"Division" means a sectional office of a Ministry;

"form" means a prescribed form in the Schedule issued by the Minister;

"incremental date" means the anniversary of the date of confirmation of a public office upon an officer;

"Medical Board" means a Medical Board constituted in terms of Regulation 31;

"Minister" means the Minister responsible for the civil service;

"office of enrolment" means any office shown under a personal enrolment sub-head in the current estimates of the Government;

"passages" means expenses of travel by air from or to Antigua and Barbuda and any prescribed travel expense necessarily incurred on the route;

"Permanent Secretary" means the Permanent Secretary for the Ministry to which an officer is attached;

"promotion" means the conferment upon an officer of an office to which is attached a higher salary scale than that attached to the office to which he was last substantively appointed;

"secondment" means the temporary movement of an officer from his substantive office for duty in another office in or out of the civil service with a view of returning him to his substantive office at a later date;

"transfer" includes the conferment whether permanent, on secondment or on promotion of an office upon an officer other than that to which he was last substantively appointed.

3. These Regulations shall apply to all civil servants except in so far as any part thereof is excluded to the application of an officer in terms of his conditions on appointment. Application.

4. (1) Every —

Copy of Regulations.

(a) Ministry; and

(b) Department or Division

shall obtain and keep a copy of these regulations and other laws relating to the civil service for use in its operations and every officer shall have access to those Regulations.

(2) Every Permanent Secretary and Head of Department shall ensure that a copy of the Regulations kept for the Ministry or Department, as the case may be, is updated in accordance with any amendments that may be made to them.

PART II

RECRUITMENT AND APPOINTMENT

5. The educational or professional qualifications and any other requirements for recruitment into the civil service shall be as directed by the Minister. Requirements for recruitment.

6 (1) Any person seeking to be recruited into the civil service shall, whether in response to the advertisement of a vacancy or on his own accord, submit his application to — Recruitment

(a) the Chief Establishment Officer; or

(b) any other authority as may be designated in the Gazette in the case of any department.

(2) Upon receipt of any application under -

(a) paragraph (1) (a), the Chief Establishment Officer shall submit the application to the Commission;

(b) paragraph (1) (b), the relevant authority shall submit the application to the Commission through the Chief Establishment Officer.

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Notification on retirement age.

30. (1) A Permanent Secretary shall notify the Chief Establishment Officer of any officer in his Ministry who is due to reach the mandatory retirement age.

(2) Notification made in terms of this regulation shall be given at least twelve months before the officer reaches the retirement age.

Termination on grounds of ill health.

31. (1) Where an officer is certified by a Government Medical Officer to be incapable, by reason of infirmity of mind or body, of discharging his duties effectively and if such infirmity is likely to be of an indefinite or permanent duration, the Officer shall be required to appear before a Medical Board constituted by the Chief Medical Officer.

(2) A Medical Board constituted in terms of Paragraph (1) shall consist of the following —

- (a) the Chief Medical Officer who shall be the chairman of the Board;
- (b) a medical doctor who certified the illness of the officer;
- (c) a psychiatrist doctor in the case of an officer with mental health problems or any other medical doctor in the case of any other health problems.

(3) If after assessing an officer's health in terms of paragraph (1) the Medical Board recommends that the officer's services be terminated on the basis of his health, the officer shall be required by the Commission to retire.

Notification of injury or death of officer.

32. (1) A Permanent Secretary shall as soon as possible notify the Chief Establishment Officer of any officer in his Ministry who is injured or who dies in the performance of his duty.

(2) The Permanent Secretary shall cause an inquiry to be made into the circumstances of the injury or death of the officer and shall make recommendation to the Chief Establishment Officer of any action to be taken.

Cap. 210.

(3) An officer who is injured in the course of his duties may be compensated in accordance with the Pensions Act or in any other manner considered appropriate by the Government based on the circumstances.

33. (1) The Chief Establishment Officer may authorise a Permanent Secretary to issue a certificate of Service in Form P/1 to an officer leaving the civil service who requests such certificate.

Certificate of Service.

(2) Where an officer is dismissed for any misconduct or failure in the performance of his duties, a certificate issued in terms of paragraph (1) shall state those facts.

(3) No officer may give a certificate of character or testimonial to an officer who is serving under him.

34. Every Permanent Secretary shall keep in respect of every officer in his Ministry a record of the names and addresses of not more than two relatives or friend whom the officer wishes to be notified in the event of his death or serious illness.

Next of kin.

35. The Commission may require an officer to give evidence before it or any duly appointed committee concerning any matter which is under their consideration and may in the exercise of that function require the production of any official document relating to the matter.

Representations to the Commission.

PART V

DUTIES AND HOURS OF WORK

36. (1) The duties of an officer shall be the usual duties of the office to which he is appointed and such other duties as the Permanent Secretary or a superior officer acting on behalf of the Permanent Secretary may reasonably require him to perform.

Duties.

(2) An officer who refuses or omits to perform his duties shall be liable to disciplinary action.

37. The hours of work for every officer shall be thirty six hours a week and shall, except where varied in terms of paragraph (2) or regulation 38 be as follows —

Hours of work.

- (a) Monday to Thursday: 8.00 a.m. to 4.30 p.m., one hour being allowed for lunch between the hours of 12.00 p.m. and 1.00 p.m.; and

- (b) Friday: 8.00 a.m. to 3.00 p.m. one hour being allowed for lunch between the hours of 12.00 p.m. 1.00 p.m.

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(2) Subject to paragraph (3) and regulation 38 the hours of work may be varied by a Permanent Secretary or Head of Department to comply with Ministerial or Departmental requirements.

(3) An officer who is required to work more than thirty six hours a week or on a public holiday shall be granted either time off or over-time payment in lieu of additional hours worked.

Officer may be required to attend when necessary.

38. A Permanent Secretary or Head of Department may require the attendance to duty of an officer on such days and for such hours as he considers necessary for the efficient conduct of public business.

Officers not to leave office without permission.

39. (1) Officers shall not leave their offices during working hours without the permission of the Permanent Secretary or Head of Department or other appropriate officer authorized to grant leave of absence.

(2) An officer who absents himself from duty without the appropriate permission shall be liable to disciplinary action.

Attendance register.

40. (1) Every officer shall ensure that he is regular and punctual in his attendance to duty.

(2) Every Government Office shall keep an attendance register.

(3) Except an officer exempted by the Permanent Secretary, every officer shall sign the register kept under paragraph (2) on arrival and departure from the office.

(4) Disciplinary action may be taken against an officer who does not attend to his work regularly and who is often not punctual.

Permission to leave Antigua and Barbuda.

41. (1) Before leaving Antigua and Barbuda an officer not referred to in paragraph (2) and (3) shall obtain the approval of the Head of Department or Division.

(2) Before leaving Antigua and Barbuda a Head of Department or Division shall obtain the approval of the Permanent Secretary.

(3) Before leaving Antigua and Barbuda a Permanent Secretary shall obtain the consent of his respective Minister and the approval of the Chief Establishment Officer.

(4) An officer who is absent from Antigua and Barbuda without approval in terms of this regulation may be summarily dismissed.

PART VI
CONDUCT OF OFFICERS

42. (1) No officer may work for a Public Board or Public Committee without the prior approval of the Commission. Work on public boards or committees.

(2) Where the Commission approves in terms of paragraph (1), the Public Board or Public Committee may be required to pay a fee approved by the Commission.

(3) Where the work done by an officer in terms of this regulation is performed during the duty hours of the civil service, any fee paid under paragraph (2) shall be paid into the Government Revenue.

(4) Where the work done by an officer in terms of this regulation is performed outside the duty hours of the civil service the fee may be paid to the officer concerned.

43. (1) In this regulation "private work" means work which is not carried out for the Government and which is carried out by an officer for his personal gain outside Government duties and includes engagement in commercial and agricultural activities.

Private work

(2) A public officer who seeks to carry out or carries out private work shall comply with the provisions of paragraphs (3) and (4).

(3) An officer who carries out private work shall ensure that —

(a) the private work is not carried on during the hours of work stipulated in regulation 37;

(b) the private work does not bring the officer or the Government into dispute or hinder, conflict with or in any way affect his duties;

(c) the private work does not require the officer to use his official position to obtain a private benefit.

(4) Every officer shall, on appointment and at any time after appointment, inform the Commission of any private work he carries out and if the Commission considers that such work is a contravention of this regulation, the Commission may —

(a) direct the officer to discontinue the work;

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(b) in the case of boarding, he shall pay fifteen percent of his salary for himself and an additional fifteen percent of his salary in respect of board for his wife and children, if any accompanying him.

(4) An officer on contract who is accommodated in a hotel upon recruitment shall be required to pay for any expenses he incurs in the hotel on any laundry services and consumption of alcoholic drinks.

80. The Minister shall direct the officers that may be provided with a telephone to be paid for only in respect of local calls by the Government at a full or half rate.

Provision of telephone.

Leave.

81. In these regulations, unless the context otherwise provides, "leave" includes —

- (a) vacation leave;
- (b) sick leave;
- (c) duty leave;
- (d) study leave;
- (e) maternity leave;
- (f) special leave;
- (g) leave without pay; and
- (h) compassionate leave.

Grant of leave.

82. (1) The Chief Establishment Officer shall, subject to any directions of the Minister authorise the grant of any leave to any officer.

(2) The Chief Establishment Officer may delegate his authority to a Permanent Secretary or Head of Department to grant leave to any category of officers, subject to such conditions as the Chief Establishment Officer may specify.

(3) If in the opinion of the Chief Establishment Officer it is in the public interest for an officer who is due to take leave to remain on duty, he may require the officer to defer his leave.

(4) An officer on leave may be recalled to duty at any time, if in the opinion of the Chief Establishment Officer it is in the public interest for the officer to be on duty.

(5) An officer who is required to defer his leave in terms of paragraph (3) or to return to duty in terms of paragraph (4) shall not be financially compensated provided that the officer may take the unexpired portion of his leave at any future time.

(6) In this Regulation "public interest" means that the exigencies of the civil service require the officer to be on duty at the time.

83. A Permanent Secretary shall consult the Minister of the Ministry for which he is responsible before applying for leave.

84. (1) Any absence of an officer from duty for a full working day or more shall be recorded in the Ministry or Department where the officer works and the records of such absences of all officers in the Ministry or Department taken in one month shall be submitted in a summarised form to the Establishment Department.

(2) Details of leave granted and any leave taken shall be recorded on a Leave Record Form in the Establishment Department and in every Ministry where the officer works; provided that on transfer, the leave record of the Ministry relating to the officer being transferred shall be forwarded to the Ministry where the officer is transferred.

85. (1) The Commission may, if it is in the public interest, require an officer to take special leave at any time or to remain on leave at the expiration of any leave which has been granted to the officer; provided that the Commission shall inform the officer of any reasons why he is required to go on special leave.

(2) Any special leave given under this regulation shall be for a period of three months in the first instance which may be extended for three months over an aggregate period of not more than one year for the whole special leave.

(3) In this Regulation "public interest" means that the continued exercise of his duties by the officer is prejudicial to the interests of the Government.

Leave for Permanent Secretary.

Leave records.

Officer may be required to take leave.

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Leave not to entail extra staff

86. Where an officer is on leave, the Permanent Secretary or Head of Division may require any officer in the same Ministry or Division to perform duties of the officer on leave without any additional remuneration to the officer.

Leave in consideration of increments.

87. Leave shall constitute part of the qualifying service in the accumulation of increments in the following cases —

- (a) vacation leave;
- (b) duty leave;
- (c) special leave taken in terms of Regulation 117;
- (d) study leave for a maximum of up to three years;
- (e) sick leave not exceeding 12 months;
- (f) maternity leave;
- (g) compassionate leave; and
- (h) leave without pay for up to 3 months in one year.

Calculation of leave.

88. Saturdays, Sundays and public holidays shall be considered in the calculation of leave other than vacation leave.

Vacation

89. (1) Every application for vacation leave shall be in the form P/18.

(2) Except in the case of contract officers and teachers every officer shall accumulate vacation leave annually in accordance with their grade or salary as stipulated in Part II of the Schedule.

(3) Except in the case of a contract officer, an officer shall not be granted vacation leave before he completes 12 consecutive months of resident service from the date of first appointment.

(4) Every officer shall take at least one third of his vacation leave earned in any one year, and may defer two thirds of his vacation leave earned in one year for a future time.

(5) An officer who fails to take one third of his vacation leave during one year, shall forfeit that portion of the one third of his vacation leave he shall not have taken except where he is required to remain on duty due to the exigencies of the civil service when he requested to take that vacation leave.

Deferred vacation leave

90. An officer who owing to the exigencies of the civil service is required to defer his vacation may be granted such deferred vacation leave together with any vacation leave due to him at a future time.

91. Notwithstanding any provision in these Regulations, the maximum period of vacation leave that may be granted to an officer at any time during a calendar year shall not exceed three calendar months; provided that an officer retiring from the civil service or whose contract has expired may be granted accumulated leave not exceeding six calendar months in any one calendar year.

Maximum vacation leave

92. Teachers shall be deemed to take vacation leave during school holidays; provided that after every seven year period of service a teacher may be granted additional leave not exceeding one school term subject to the exigencies of the civil service.

Vacation leave for teachers.

93. An officer who obtains duty or study leave may be granted vacation leave he has accumulated before or after the course of study.

Deferred leave before or after duty or study leave.

94. (1) An officer shall accumulate vacation leave only in respect of on the job service and any period of leave not in excess of the periods referred to in paragraph (2).

Service considered in accumulating vacation leave.

(2) An officer shall accumulate vacation leave for any period of leave not in excess of —

- (a) one month of vacation leave;
- (b) six months of sick leave;
- (c) one month of study leave; and
- (d) three months of duty leave;

in any one year and any period of leave taken by an officer in excess of the periods specified in sub-paragraphs (a) to (d) shall not be considered in the accumulation of his vacation leave for that year.

95. (1) Where an officer falls ill while on vacation leave, the period of illness shall be considered as part of his vacation leave.

Officer falling ill on vacation leave.

(2) Where an officer completes his period of vacation leave but he is unable to return to work on the grounds of his being ill, the officer may be granted sick leave for the period after his vacation when he is ill.

96. (1) An officer who is about to resign from the civil service may prior to resignation and following the required period of

Leave prior to retirement or resignation.

notice, be granted any vacation leave due to him not exceeding three months.

(2) An officer who is about to retire from the civil service may, prior to retirement, be granted any vacation leave due to him not exceeding six months.

Leave prior to termination of services and dismissal
97. (1) Subject to paragraph (2), an officer whose services have been terminated may be granted any vacation leave due to him prior to the date of termination of his services.

(2) An officer who is dismissed from the civil service or whose services are terminated on disciplinary grounds shall not be granted vacation leave.

Leave to contract officers.
98. (1) Unless his terms of contract provide otherwise, an officer on contract shall obtain vacation leave in accordance with these regulations.

(2) An officer on contract shall take any vacation leave due to him within the period of his contract unless he is required to remain on duty where the exigencies of the civil service require.

(3) An officer on contract who is required to remain on duty due to the exigencies of the civil service shall not forfeit any vacation leave.

99. An officer allowed to spend his leave outside Antigua and Barbuda shall notify the Chief Establishment Officer through his Permanent Secretary, before proceeding on leave, of an address or any changes in the address at which he can be contacted during the leave.

100. An officer who intends to spend his leave outside of Antigua and Barbuda shall, prior to his departure from Antigua and Barbuda make arrangements with the Treasury through his Permanent Secretary for the method of the payment of his salary during his absence.

Return from leave.
101. (1) An officer who is granted leave shall return to his duties at the expiry of his leave unless he obtains prior approval to extend the leave.

(2) If an officer fails to return to his duties at the expiry of his leave without the prior approval of the Chief Establishment Officer, no salary shall be paid to him for the days which elapse after the expiry unless the Chief Establishment Officer is satisfied

that there was good reason for the officer's failure to return to his duties.

102. (1) Except where illness is caused by an officer's misconduct or where his negligence is a contributory factor to his illness, an officer may be granted sick leave in terms of these regulations for a period of 2 days. Sick leave.

(2) If the absence from duty of an officer on such leave is caused by his misconduct or negligence, such absence shall be considered as part of his vacation leave and may form the basis of a disciplinary charge.

103. (1) An officer who is absent from duty on account of sickness for more than two days, may be granted sick leave where —
Medical certificate required for sick leave over 2 days

(a) he produces and submits to the Permanent Secretary or Head of Division a medical certificate dated and signed by a Medical Practitioner certifying that the officer was sick for that period; and

(b) the Permanent Secretary or Head of Division, as the case may be, is satisfied with the authenticity of the medical certificate and that the officer was sick.

(2) Where the Permanent Secretary or Head of Division is not satisfied from the medical certificate that the officer should be given sick leave for the period of the officer's absence, the days of absence of the officer shall be deducted from any vacation leave due to him.

(3) The Permanent Secretary or Head of Division shall inform the Chief Establishment Officer monthly of the officers who have been on sick leave and the period they have been on sick leave.

(4) A medical certificate issued in terms of paragraph (1) shall be accepted only —

(a) if issued in Antigua and Barbuda, it is issued by a duly registered medical practitioner;

(b) if issued from outside Antigua and Barbuda it is issued by a medical practitioner duly registered by a Medical Association recognised by the Chief Medical Officer.

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(5) A medical certificate which is not issued by the person referred to in paragraph (4) shall not be accepted as proof of the officer having been sick for that period.

Sick leave on full salary. —
104. The Chief Establishment Officer may grant sick leave with full salary —

(a) in the case of a contract officer, up to a maximum period of 30 days during any period of twelve months;

(b) in the case of other officers, up to a maximum period of six months during any period of twelve months;

provided that in all cases the application is supported by a medical certificate certifying the sickness of the officer and there is reasonable prospect of eventual recovery of the officer.

Sick leave on half salary

105. (1) An officer other than a contract officer, may be granted sick leave in excess of six months in any period of twelve months, for any period not exceeding twelve months only on half pay and on the production of a medical certificate produced in the terms of regulation 104.

(2) An officer who has been on sick leave with full pay and is not entitled to any additional sick leave with pay, may be granted any vacation leave due to him; provided that all the period of sick leave together with the vacation leave does not exceed a continuous period of twelve months.

(3) In the calculation of the period of sick leave which is not over a continuous period, a period of sick leave over —

(a) six months shall be construed as leave over 183 days;

(b) twelve months shall be construed as leave over 365 days;

inclusive of Saturdays, Sundays and public holidays occurring during that period.

Leave without pay.
106. (1) An officer may be granted sick leave in excess of an aggregate of twelve months in any period of four years where the Commission considers that exceptional circumstances exist.

(2) The Commission may grant an extension of sick leave in excess of the period referred to in paragraph (1) either on half salary or without salary to an officer.

107. (1) The Commission may at any time require an officer to submit himself for examination by a medical practitioner or medical board designated by the Chief Medical Officer.

(2) An officer who has been on sick leave for a continuous period of three months, shall be required to submit himself for examination by a medical board and any subsequent examination may be required after consideration of the first report of the medical board.

108. An officer who has been granted sick leave may on the recommendation of a Government Medical Officer or a medical board be allowed to depart from Antigua and Barbuda either for purposes of recuperation after serious illness or to seek medical or surgical attention not available in Antigua and Barbuda.

109. The Commission may grant duty leave to an officer who obtains a scholarship to study a course or to go on training for purposes of improving his qualifications in terms of the conditions stipulated in regulation 110.

110. (1) Duty leave may be granted for any period not exceeding three years.

(2) An officer granted duty leave shall receive his full salary for the duration of the leave.

(3) An officer who is granted duty leave for any period not less than six months shall be required to enter into an agreement in accordance with regulation 134.

(4) The promotion of an officer who has been granted duty leave shall not be as of right; provided that such officer may be considered for promotion if a suitable vacancy occurs and the officer is considered by the Commission to have given satisfactory service.

111. The Commission may grant study leave to an officer —

(a) who has served in the civil service whether on permanent or temporary terms for a period of at least four years; and

Officer to go on medical examination.

Sick leave outside Antigua and Barbuda.

Duty leave

Conditions for grant of duty leave

Study leave.

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Conditions for grant of study leave.

(b) who fulfils the conditions for grant of study leave in terms of regulation 112.

112. (1) An officer may be granted study leave where he obtains a course or is given a scholarship and the Commission considers that the officer's attendance of the course or scholarship is in the best interest of the civil service and the officer is the most suitable and eligible to undertake it.

(2) An officer who is granted study leave may be required to utilise, while on his course or scholarship, half of the vacation leave due him in addition to study leave as provided hereunder to enable him to complete the course or scholarship —

- (a) study leave due to him on full pay for a period not exceeding 6 months;
- (b) study leave due to him on half pay for a period not exceeding 12 months; and
- (c) study leave without pay for a period required to complete the course of study or scholarship.

(3) The officer may on the completion of the course or scholarship be granted the balance of any vacation leave due to him or defer such vacation leave to be taken at a future time.

(4) An officer who undertakes a course of study by correspondence approved by the Commission leading to an examination by a body recognised by the Commission, may be granted study leave in accordance with these regulations; provided that such leave shall not be in excess of six months with or without pay.

113. Subject to the provisions of regulation 114 or 115, an officer who is pregnant and has been in the service for at least six continuous months shall be entitled to maternity leave.

114. (1) Applications for maternity leave shall be forwarded by the officer concerned to the Head of her Department at least three months before the estimated date of confinement and should be accompanied by a medical certificate stating that the officer is pregnant and requires maternity leave giving the estimated date of confinement.

(2) Maternity leave shall be granted for a period of thirteen weeks with full pay.

Conditions on grant of maternity leave.

(3) An officer who has any period of vacation leave due to her on the date on which she is granted maternity leave, may on application be allowed to take such vacation leave which is due to her.

(4) Maternity leave shall not be considered as sick leave and sick leave shall not be granted as substitute for maternity leave; provided that sick leave may be granted to run consecutively with maternity leave on production of satisfactory medical evidence that the sickness did not result from the pregnancy.

(5) The period of maternity leave granted to an officer may include any period the officer is on confinement during pregnancy or after the pregnancy.

115. (1) Where any teacher is granted maternity leave, and the maternity leave falls in any part of the school holidays, any part of the school holidays falling within the maternity leave shall not be considered as part of the maternity leave.

(2) A teacher who is on maternity leave shall not be granted additional leave on full pay during any school holidays falling within the period of maternity leave in lieu of leave on half pay.

116. A person substituting in any duty on temporary terms for an officer shall not obtain maternity leave provided that she may be re-employed on notification of her availability for work after the end of her pregnancy; provided further that any person employed for at least one year on temporary terms may be granted maternity leave in terms of regulations 113 to 115.

117. (1) An officer may be granted special leave where the Chief Establishment Officer on the recommendation of the Permanent Secretary, considers that it is in the public interest for such officer to go on special leave.

(2) For the purposes of paragraph (1) "public interest" means a purpose which is directly for the benefit of the public if the officer —

- (a) requires the special leave to participate in a national sporting event;
- (b) during the period of the special leave intends to attend as a delegate at a social, religious or educational conference of a recognised National Association or Trade Union; or

Maternity leave for teachers.

Non-entitlement for maternity leave

Conditions of grant of special leave.

(c) during the period of the special leave intends to sit for an examination which is recognised as necessary for the advancement of the officer's knowledge in the exercise of his duties.

(3) Special leave granted in terms of this Regulation shall be granted with pay.

(4) Special leave granted in terms of paragraphs (2) (b) and (c) shall be granted for a period not exceeding 14 days in one year.

(5) Special leave granted in terms of paragraph (2) (a) shall be granted for such period as is determined by the Minister.

PART X

PASSAGES

Passages on first appointment.

118. (1) An officer who is selected from overseas for first appointment to the civil service in Antigua and Barbuda shall, unless there is contrary agreement, receive passages from the Government to travel from his country of residence to Antigua and Barbuda for himself, spouse and children who accompany him or join him in Antigua and Barbuda within twelve months of his arrival and intend to reside in Antigua and Barbuda for at least twelve months after their arrival.

(2) The provisions of paragraph (1) shall apply to a citizen of Antigua and Barbuda who is recruited from overseas on first appointment; provided that such citizen shall enter into an agreement to serve for a minimum of 3 years or to refund the costs of recruiting him or a portion of those costs commensurate with the period which the officer serves.

Passages on recall from leave.

119. An officer who is outside Antigua and Barbuda on leave other than sick leave and is recalled to duty in Antigua and Barbuda shall be refunded the cost of the one way passages and that of his wife or child who travelled with him from the place where he is spending the leave to Antigua and Barbuda; provided that in the case of an officer whose passages were paid for by the Government such officer shall be given a one way ticket.

Leave passages.

120. (1) An officer on a scale equal to or higher than that of an Assistant Secretary with 20 years of service, may be granted return leave passages from Antigua and Barbuda to London for himself and his spouse, if she accompanies him or travels to London within one month of his travel.

(2) An officer on a scale equal to or higher than that of a Senior Executive Officer with 15 years of service, may be granted return leave passages from Antigua and Barbuda to New York, for himself and his spouse, if she accompanies him or travels to New York within one month of his travel.

(3) An officer who opts to take leave passage to New York after 15 years of service shall not thereafter obtain leave passages to London after 20 years of service during the remaining period of service.

(4) An officer who completes 10 years of service after obtaining leave passages in terms of paragraph (1) and (2) as the case may be, may be granted leave passages to the same destination to which he originally travelled to in terms of paragraph (1) or (2), as the case may be.

(5) An officer who opts to travel to a destination other than that mentioned in paragraph (1) or (2), may be granted the fare equal to or less than the fare required for travelling to the destination which he would have gone to in terms of this regulation.

121. Where an officer and his spouse are both entitled to leave passages in terms of regulation 120, each in his or her own right, and they travel together in the first instance on the leave passage of the officer first becoming entitled, and the other spouse wishes to obtain his own leave passage subsequently, he shall complete a period of service, commencing from the date of travel with the first spouse, equivalent to the minimum qualifying period being 15 or 20 years as the case may be.

Leave passages for officer and spouse in the service.

122. Any air passages paid for by the Government shall be booked only with the approval of the Chief Establishment Officer and shall be —

Booking of air passages.

(a) by tourist or economy class;

(b) by direct route from or to Antigua and Barbuda.

PART XI

RETIREMENT BENEFITS

123. The award of pensions and gratuities shall be as stipulated in the law relating to Pension for the time being in force.

Pension laws.

PART II

(Regulation 89 (2))

ACCUMULATION OF VACATION LEAVE

<i>Grade or Salary</i>	<i>Days of Entitlement</i>
An officer whose grade or who receives a Salary equal to or higher than that received by a Senior Executive Officer	27 days per year
An Officer whose grade or who receives a salary equal to or higher than that received by a Junior Clerk but less than that received by a Senior Executive Officer	21 days per year
An Officer who receives a salary less than that of a Junior Clerk	15 days per year

Made this 15th day of December, 1992.

C.M. O'Mard,
*Minister responsible for the
Civil service.*

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